

Minutes of the Finance Committee Meeting

The Finance Committee of the McLean County Board met on Tuesday, February 3, 2004, at 3:00 p.m. in Room 700 of the McLean County Law and Justice Center, 104 W. Front Street, Bloomington, IL 61701.

Members Present: Chairman Sorensen, Members Berglund, Selzer, Moss and Kalapp

Members Absent: Member Nuckolls

Staff Present: Mr. John Zeunik, Administrator; Mr. Terry Lindberg, Assistant County Administrator; Ms. Lucretia Wherry, Human Resources Assistant; Ms. Christine Northcutt, County Administrator's Assistant

Elected Officials/
Department Heads: Mr. Don Lee, Director, Nursing Home; Ms. Jackie Dozier, County Auditor; Ms. Julie Osborn, Chief Deputy Auditor, Ms. Becky McNeil, County Treasurer; Mr. Derick Love, Chief Deputy, Sheriff's Department; Mr. Bob Keller, Director, Health Department; Mr. Walt Howe, Assistant Health Department Administrator, Health Department; Ms. Jennifer Ho, Risk Manager; Mr. Jerry Vogler, Veterans' Assistance Officer; Ms. Ruth Weber, County Recorder; Ms. Sharon Dunham, Chief Deputy Recorder

Others Present: Mr. Sammy Ferrara, Mr. Clayton James

Chairman Sorensen called the meeting to order at 3:07 p.m. Chairman Sorensen presented the minutes from the January 6, 2004 Finance Committee meeting. Hearing no corrections to those minutes, they will stand approved as presented.

Chairman Sorensen stated that the County Administrator's Office had received a request by the media for the use of audio sound equipment for this meeting. He reminded the Committee to use the microphones.

Moving on to Departmental Matters, Chairman Sorensen invited Ms. Ruth Weber, County Recorder to address the Committee. Ms. Weber informed the Committee that the new additions to their software have been installed and will handle the matter of reconciling the accounts receivable. Ms. Weber stated that Ms. Helen Barrick, Clifton Gunderson, has worked closely with their software vendor so that the changes would meet the Recorder's Office's specific needs. Ms. Weber stated that she has included the monthly activity report and a sample of the daily account balance report. Mr. Selzer asked what does the daily financial report illustrates. Ms. Weber replied that the report shows a breakdown of all of the revenue categories such as, copy fees, recording fees, revenue stamps, document storage, etc. Mr. Selzer asked if this report should tie out to the monthly report.

Ms. Weber responded that the daily report for the second of January is actually showing the revenue for the last day of December and the first day of February is for the last day of January. Mr. Selzer asked if this is the actual data for those days in question. Ms. Sharon Dunham, Chief Deputy Recorder stated that this is the actual turn-in that Ms. Weber gives to the Treasurer's Office. Mr. Selzer asked how is there a \$1,600.00 discrepancy in copy fees, for example, in one business day. Ms. Dunham stated that the numbers do not take into account the fees that are charged. Mr. Selzer asked if the reconciliation for the month of January depicts specific information about January's account receivable. Ms. Dunham replied that if you look at the daily account balances, it will show if there was anything paid "on account" or charged "on account".

Mr. Selzer stated that the "charging" is way out of hand. Chairman Sorensen stated that he echoes that concern. He asked if the report illustrates that there was \$755,815.24 charged "on account" in the month of December. Ms. Dunham replied that is not correct. Chairman Sorensen asked what does that number represent. Ms. Dunham replied that she believes that is the amount that was brought forward by Cott Systems, the Recorder's software vendor, in a lump sum, when the software conversion was done a year and a half ago. Chairman Sorensen asked how large is the current accounts receivable. Ms. Dunham responded that she shows a difference of \$34,015.35 in Fund 001. Chairman Sorensen asked if Ms. Weber could clarify to the Committee what, exactly, that means. Ms. Dunham stated that she has only had two days to review the new reports since the installation of the software upgrades. Ms. Dunham explained that she is not familiar enough with the new reports to explain them appropriately. Ms. Weber stated that her office is working closely with the outside auditor so that they can produce the necessary reports for the Committee.

Chairman Sorensen asked Ms. Weber how long her office has been extending credit to customers in the County. Ms. Weber responded that it has been about eight years. Mr. Selzer asked, again, what is the total dollar amount that is outstanding, in charges, owed to the Recorder's Office and the County. Ms. Dunham responded that she shows a difference of \$34,015.35 in Fund 001. Mr. Selzer asked what a "difference" means. Ms. Dunham states that the Recorder's Office shows, in Fund 001, a balance of \$11,662.00. Ms. Dunham stated that the GL shows Fund 001 with a balance of \$45,677.35. The difference between the two is \$34,015.35. Mr. Selzer asked what makes up that difference. Ms. Dunham stated that she believes that the difference results from a misallocation of funds. For example, the GIS Fund has a negative accounts receivable balance of \$34,751.50. Ms. Dunham stated that in conclusion, the Recorder's Office believes that there is a misallocation of revenue between funds.

Chairman Sorensen asked if there was anything else from the Committee. Mr. Selzer stated that he made some notes, which he handed out to the Committee Members.

Mr. Selzer stated that at some point, there must have been a ledger, or a record of Minutes of the Finance Committee Meeting
February 3, 2003
Page Three

some type that balanced. Mr. Selzer stated that the Committee has been asking for a reconciliation of the accounts receivable report since July 2003 and has still not seen any report. Mr. Selzer asked who sends out monthly bills for the "charge accounts" in the Recorder's Office. Ms. Weber stated that her office sends out bills at the end of each month. Mr. Selzer asked if a list could be compiled of the individuals who owe money to the Recorder's Office and how much they owe. Ms. Dunham stated that such a report could be compiled. Mr. Selzer asked why that has not been done. Ms. Dunham replied that she was not aware that the Committee had requested that information. Ms. Weber stated that she can, at any time, look up a specific account and see if that account is current, and how much is outstanding, etc. Mr. Selzer asked why Ms. Weber has not pulled such a report and presented it to the Committee. Ms. Weber stated she would be happy to provide such a report.

Mr. Selzer stated that he would suggest that the Recorder's ability to extend credit should be abolished or a representative from the Treasurer's Office should be put in charge of the money collected in the Recorder's Office. This situation must be rectified. Mr. Selzer stated that a request was made to the Recorder several months ago, to close her business day at 2:00 p.m. and carry over any transactions made after that time to the next business day. That was never done and the discrepancies are still happening.

Chairman Sorensen stated that, in the interest of time and the other Department Heads on today's agenda, he recommended that the Committee schedule special meeting. Chairman Sorensen suggested a date of Tuesday, February 10th at 2:00 p.m., to discuss these items in detail. He asked the members of the Finance Committee if that time and date would work for the Committee Members and what items they would like to see on that agenda. Ms. Berglund stated that she would like the Administrator's Office to prepare information regarding the possibility of revoking the Recorder's ability to extend credit. Mr. Zeunik stated that as he recalled, the credit agreements were drafted in cooperation with the First Assistant State's Attorney, Mr. Eric Ruud and the Recorder's Office. Those items were presented to the Finance Committee eight or nine years ago and recommended to the County Board for approval.

Mr. Selzer stated that he is disappointed that this is the only action that this Committee can take. The only people that this action will hurt are the patrons who do business with the County and that is very unfortunate.

Mr. Kalapp stated that he feels that the Committee has three options. The first option is to do nothing and have the situation remain as it is at present. The second option is to place a moratorium on the Recorder's ability to extend credit. The third option is to completely revoke the Recorder's ability to extend credit. Mr. Kalapp stated that he

does not think that the first option is at all viable. The other two options should both be explored. Mr. Kalapp stated that he would lean toward the second option. Perhaps, after giving the Recorder's Office a chance to reconcile all of the outstanding receivables and clean up the system, the privilege could be reinstated.

Mr. Moss stated that he has not been on the Committee long enough to know all of the history behind this situation, but it is frustrating as a County Board Member to be a party to the same discussions, month after month with no resolution. He further stated that he is disappointed in the lack of cooperation from the Recorder's Office. Mr. Moss stated that he would like to see this situation brought to a resolution.

Chairman Sorensen asked the Committee if they were in agreement with tabling this issue to the special Committee Meeting on Tuesday, February 10th at 2:00 p.m. The Committee agreed. Mr. Selzer asked if an Executive Session could be placed on the agenda for this special Committee Meeting so that personnel issues could be discussed.

Chairman Sorensen invited Mr. Bob Keller, Director, Health Department, to present the report of the Health Department. Mr. Keller stated that he has three items for action for the Committee this afternoon. Mr. Keller explained that the first two items are a Budget and FTE amendment adding \$55,770.00 to Grant Fund 0107 to account for additional bioterrorism planning and response grant funds received from the Illinois Department of Public Health for State Fiscal Year 2004. The precise amount of funding for FY 2004 was not known at the time of the preparation of the McLean County Budget for FY 2004.

Additional funding is utilized to support a .53 Office Support Specialist I position to provide office support for the bioterrorism program. In addition, computer software and hardware is budgeted to assure continued operation of the network during outages and upgrades to support the IDPH I-NEDSS program. The amendment also includes funding to defray the cost of rent, utilities, and maintenance as well as risk communication materials.

Motion by Selzer/Berglund to recommend approval of an Ordinance of the McLean County Board Amending the 2004 Combined Annual Appropriation and Budget Ordinance for Fund 0107, AIDS/Communicable Disease Prevention; and a Resolution Amending the FY 2004 McLean County FTE Position Resolution Associated with an Ordinance for Fund 0107, AIDS/Communicable Disease Prevention. Motion carried.

Mr. Keller stated that the last item is an Amendment to Chapter 21 of the McLean

County Code. Several amendments were made to the Illinois Animal Control Act by the Minutes of the Finance Committee Meeting
February 3, 2003
Page Five

Illinois General Assembly in 2003. Among them was the requirement that all dogs and cats released from or adopted from animal control facilities, known in the Act as "Pounds", must be accompanied by an agreement, from the person adopting or redeeming the animal, that it will be microchipped. Failure to do so, shall result in seizure and impoundment of the animal, and any monies collected. In compliance with another provision of the Act, the McLean County Animal Control Center, for several decades, had collected a \$35.00 deposit, payable to veterinarians, upon submission of a voucher that certifies that the animal has been spayed or neutered. The proposed revision similarly requires a \$40.00 deposit payable to a veterinarian upon proof that the animal has been microchipped. Costs for microchip procedures vary among veterinarians. The new owner has 30 days in which to schedule and complete the procedure. If this is not done in the time allotted, those deposits are forfeited and turned back into unclassified revenue.

Motion by Berglund/Moss to recommend approval of
an Amendment to Chapter 21 of the McLean County
Animal Code.

Mr. Kalapp asked what happens to the money that goes back into the unclassified revenue. Mr. Keller stated that it goes back to the Health Department Fund 0112.

Motion carried.

Chairman Sorensen stated that the next item on the Agenda is the report of the County Treasurer, Becky McNeil. Ms. McNeil informed the Committee that the first two reports before the Committee are summarizing the activity as of December 31, 2003. Ms. McNeil stated that the interfund transfers and management surcharges and final payroll have been applied to the General Fund. As of December 31, 2003, the Fund Balance was \$4,725,004.76. That fund balance is up \$167,397.00 from a year ago. This means that the revenue exceeded expenses by just \$167,397.43 out of a budget of \$25 million. Ms. McNeil informed the Committee that she investigated the top revenue and expense sources. The top revenue sources are property taxes, income taxes and all other taxes. Second were in licenses, permits, fees and fines and last is Intergovernmental Revenue. The top expenses to the General Fund were salaries, second were services, third was supplies.

Mr. Selzer stated that he wanted to make a point to commend Ms. McNeil on the excellent job that she has done since being appointed as Treasurer and the year end numbers definitely prove that point.

Ms. McNeil stated that the next report is the General Investment Report, which

summarizes all of the County's investments. Ms. McNeil asked if there were any
Minutes of the Finance Committee Meeting
February 3, 2003
Page Six

questions on this report. Hearing none, Ms. McNeil moved on to the Summary of Retailer's Occupational Tax (ROT), State Income Tax, and Personal Property Replacement Tax (PPRT). Ms. McNeil informed the Committee that the ROT is coming in at 2.84% over FY 2003. State Income tax revenue is coming in 1.46% under FY 2003. The PPRT is coming in at 35.14%, which is a result as the amnesty collections from October 2003 that just came through in January. Ms. McNeil informed the Committee that she has been told that this is the final distribution for that collection. The next report is the General Fund, Fund Balance Report as of January 2004. The fund balance is \$3.9 million, down slightly from a year ago. The one thing that may have adversely affected the balance is there were three payrolls in January. Ms. McNeil stated that the next report is the Statement of Revenue, Expenditures and Fund Balance for the General Fund. As of January 31, 2004 the revenue is at 2.8% of revenue as compared to 5.76% of expenses. Ms. McNeil explained that over the next few months expenses would exceed revenue, as the first installment of property taxes will not be due until May. Ms. McNeil informed the Committee that she would be happy to answer any questions that the Committee may have.

Chairman Sorensen stated that it would be appropriate to take a motion to accept and place the Treasurer's Reports on file.

Motion by Selzer/Moss to accept and place on file the County Treasurer's Investment Report, Statement of Revenue, Expenditure and Fund Balance Report, as of January 31, 2004. Motion carried.

Chairman Sorensen stated that next on the agenda is Ms. Jackie Dozier, County Auditor. Chairman Sorensen asked Ms. Dozier if the item that she is about to present is a housekeeping item to close out the purchase orders which were still open at the end of the 2003 Fiscal Year and to move them over into FY 2004. Ms. Dozier replied that is correct. Chairman Sorensen asked Ms. Dozier if there was anything that was notable about these items. Ms. Dozier stated that they are very similar to items which have been brought forward in previous years.

Motion by Moss/Kalapp to recommend approval of an Ordinance of the McLean County Board Amending the 2004 Combined Annual Budget and Appropriation Ordinance. Motion carried.

Ms. Dozier informed the Committee that the Internal Auditor, Mr. Walter Hunt, will continue on active duty with the Navy for another year.

Chairman Sorensen informed the Committee that the report of Mr. Don Lee, Director,
Minutes of the Finance Committee Meeting
February 3, 2003
Page Seven

Nursing Home is next on the agenda. Mr. Lee stated that he has provided the Committee a report which projects where the Nursing Home should end up fiscally as of December 31, 2003. Mr. Lee informed the Committee that there should be an increase in retained earnings for the year. There are still some adjustments that need to be made so this report will change slightly.

Mr. Lee stated that the 2003 year end average census ended up at an average of 92% occupied. The month of December's census dropped slightly to 131. Since that time, the census has dropped even further and is running around 128. There were no questions for Mr. Lee.

Mr. Selzer stated that Mr. Lee is doing a wonderful job and that he knows people who have had to stay at the Nursing Home and they were very happy with the care they received.

Chairman Sorensen stated that Mr. Jerry Vogler, Veterans' Assistance Officer, is next on the agenda. Mr. Vogler stated because Mr. Kinsella left with little notice, neither he nor the Office Support Specialist in his office have had adequate training. Mr. Vogler stated Mr. Ferrara is really training the both of them. Mr. Vogler also mentioned that when Mr. Kinsella began a year ago, he was afforded nearly 900 hours of training time with Mr. Ferrara to become acclimated to the position. Mr. Vogler stated that the amendment proposes an extension from 60 days and to 90 days. Mr. Vogler stated that for the first 60 days, Mr. Ferrara will be in the office for 7.5 hours per day. For the remaining 30 days, Mr. Ferrara will be in the office for not more than 6 hours per day. Total hours are not to exceed 429 hours. Mr. Vogler stated that the initial proposal was for a total of 144 hours. Mr. Selzer stated that he hopes the VAC office can obtain an intern or someone who may help to make a procedural manual so that if this type of situation arises again, the County will not have to pay for someone to come in and train a new person. Mr. Moss also asked how much additional training will cost. Mr. Lindberg replied that it will be just shy of \$7,000.00. Mr. Vogler also informed the Committee that the V.A. has a program in which they will fund a college student, who is also a veteran, through the Illinois Job Service and that the VAC is actively pursuing that option.

Motion by Berglund/Kalapp to recommend approval of
an Amendment to a Professional Service Contract with
Sammy J. Ferrara. Motion carried.

Chairman Sorensen stated that the next report is from the Supervisor of Assessments, Mr. Bob Kahman. Chairman Sorensen stated that Mr. Kahman is not present at the meeting and asked if there were any questions on his report. Hearing none,

Chairman Sorensen stated that the next item on the agenda is the report of
Minutes of the Finance Committee Meeting
February 3, 2003
Page Eight

Ms. Jennifer Ho, Risk Manager. Ms. Ho informed the Committee that the first item that she has for the Committee's approval is a request for approval of the FY 2004 Insurance Program. Ms. Ho indicated that she has just received the finalized cost proposal from the insurance agent today. She distributed that data to the Committee. Ms. Ho stated that the data shows the final premiums for property insurance and for the Nursing Home liability insurance. Ms. Ho informed the Committee that everything else that is described in the memo remains true. The County is renewing its coverage of the worker's compensation, excess liability with their incumbent carriers. The theft and bond insurance will be purchased through a new company, which is Zurich Insurance Company.

Ms. Ho informed the Committee that the finalized insurance premium is \$52,856.00 for the year. Ms. Ho presented two options for nursing home liability insurance. The first option is with U.S. Risk, which is a Lloyd's Company. Their proposed annual premium is \$92,200.00. The other option is through a Health Cap. Ms. Ho explained that based upon consultation with Mr. Lee and Mr. Zeunik and the reputation and experience of the two companies, her recommendation would be the coverage through Health Cap.

Ms. Ho stated that she also has a renewal of brokerage service agreement with IRM/Acordia. The annual premium will be \$32,000.00 which represents an 8.8% increase over FY 2003. Although there is an increase, the renewal contract does allow the County to save on commissions. Ms. Ho stated that the increase is due mainly to the change in insurance market. Ms. Ho stated that she would be happy to answer any questions that the Committee may have.

Chairman Sorensen informed the Committee that the recommendation and proposal for the 2004 Insurance program is \$61,000.00 over the approved 2004 budgeted expenditures. Chairman Sorensen stated that Ms. Ho, in working with Mr. Lee and Mr. Zeunik, has found ways to remedy that funding shortfall in the budget.

Mr. Kalapp asked how the shortfalls will be remedied. Mr. Zeunik replied that the shortfalls will be worked out within the Nursing Home's budget, because much of the increase is driven by the limited market available for nursing home insurance. Mr. Zeunik stated that the County will allocate Risk Management expenses back to the Nursing Home based on percentage of Medicaid versus private pay patients.

Motion by Selzer/Moss to recommend approval
of the proposed Insurance Program for FY 2004.
Motion carried.

Chairman Sorensen stated that he would entertain a motion for the extension of agreement for brokerage services with IRM/Acordia.

Motion Berglund/Selzer to recommend approval of
an Extension of Agreement for Brokerage Services
with IRM/Acordia.

Ms. Ho stated that she has also included a fourth quarter Risk Management Fund report as of December 31, 2003 for the Committee's review.

Chairman Sorensen stated that Mr. John Zeunik, County Administrator is next on the agenda. Mr. Zeunik stated that the Administrator's Office brings four action items to the Finance Committee. Mr. Zeunik informed the Committee that the County generally operates in a negative position for the first five months of the year before the first installment of property taxes is distributed. All funds of the County are distinct and restricted as to how those monies can be used. Each year in February, the Finance Committee is asked to approve a series of Ordinances and Resolutions to permit the Treasurer to move money between the various funds in order to cover the operating expenses between January 1 through May 31. Mr. Zeunik informed the Committee that he has provided a spread sheet with the projected cash flow for the period of January 1, 2004 through May 31, 2004.

Mr. Zeunik stated that he is proposing to use the money in the Working Cash fund to offset the expenses to be incurred by the Tort Judgement Fund. The County General Fund will cover expenses to be incurred in the FICA/Social Security Fund. The Health Department Fund will cover the deficit in the Persons with Disabilities Fund. The Highway Department's Bridge Matching Fund will make up the additional shortfall in the Tort Judgement Fund. Mr. Zeunik informed the Committee that he would be happy to answer any questions that the Committee may have.

Chairman Sorensen asked what is the total of the dollars moved. Mr. Zeunik replied the total is \$1,760,477.00. Chairman Sorensen advised that all of the transfers can be taken as one motion.

Motion by Selzer/Moss to recommend approval of
the following transfers:

- (1) Resolution Transferring Monies from the
Working Cash Fund 0002 to the Tort
Judgement Fund 0135
- (2) Ordinance Transferring monies from the
County General Fund 0001 to the FICA/

- (3) Ordinance Transferring monies from the Health Department Fund 0112 to the Persons with Developmental Disabilities Fund 0110
- (4) Ordinance Transferring monies from the Bridge Matching Fund 0121 to the Tort Judgement Fund 0135

Mr. Kalapp asked when Mr. Zeunik expects to see payments coming from insurance companies for the settlement of the fire/explosion in June, 2003. Mr. Zeunik stated that the County is expecting \$170,000.00 from the Hartford Company for reimbursement on the "contents" of the building. That should be the final payment from Hartford. The Public Building Commission holds the insurance on the structure of the building. That insurance carrier is Westfield. Currently, there is in excess of \$1 million of claims submitted, which are still being processed. Mr. Zeunik advised the Committee that the total cost of the June 15, 2003 explosion and fire is in excess of \$3.3 million. Mr. Kalapp asked how soon we expect to receive payment from the insurance carriers. Mr. Zeunik stated that if we had received the amount that is outstanding from the Hartford and from Westfield, we would have an additional \$1.2 million. That would take the Tort Judgement Fund out of the negative position that it is currently in.

Mr. Zeunik informed the Committee that there is language in all of the Resolutions which authorizes the Treasurer to make the interfund borrowing on an "as needed" basis. In other words, if the revenue situation changes, the Treasurer has the ability to borrow less.

Mr. Zeunik advised the Committee that the Risk Management Department has made a change, with the concurrence of the PBC, to turn all of the insurance policies over to the County. The PBC will reimburse the County for the cost of the insurance that relates to the structure of the building. In the event of another accident, the County will be able deal with the insurance companies directly.

Motion carried.

Chairman Sorensen stated that there that he would entertain a motion to enter into Executive Session to discuss collective bargaining.

Motion by Kalapp/Moss to enter into Executive Session at 4:47 p.m. to discuss Collective Bargaining. The following administrative staff are included in the Executive Session:
Mr. Derick Love, Chief Deputy Sheriff; Mr. Terry Lindberg,
Mr. John Zeunik, Ms. Lucretia Wherry and Ms. Christine

Northcutt.

Minutes of the Finance Committee Meeting
February 3, 2003
Page Eleven

Motion by Kalapp/Nuckolls to return to Open-Session
at 5:07 p.m. Motion carried.

Motion by Selzer/Berglund to recommend approval of
the 2004 Labor Contract between the Fraternal
Order of Police and the McLean County Deputies.
Motion carried.

Chairman Sorensen presented the December 31, 2003 Finance Committee's bills for
review and approval as transmitted by the County Auditor. The Finance Committee Fund
total for is \$365,432.95 and the prepaid total is the same.

Motion Moss/Kalapp to recommend approval of the
December 31, 2003 Finance Committee Bills as
presented to the Committee by the County Auditor.
Motion carried

Minutes of the Finance Committee Meeting
February 3, 2003
Page Twelve

Chairman Sorensen presented the January 31, 2004 Finance Committee bills for review and approval as transmitted by the County Auditor. The Finance Committee Fund total for is \$312,768.30 and the prepaid total is the same.

Motion by Berglund/Kalapp to recommend approval of the FY 2004 Finance Committee Bills as presented to the Committee by the County Auditor. Motion carried

Chairman Sorensen presented the December 31, 2003 Nursing Home bills for review and approval as transmitted by the County Auditor. The Nursing Home Fund total is \$137,074.69 with the prepaid total being the same.

Minutes of the Finance Committee Meeting
February 3, 2004
Page Thirteen

Motion by Berglund/Selzer to recommend approval of the December 31, 2003 Nursing Home Bills as presented to the Committee by the County Auditor. Motion carried.

Chairman Sorensen presented the January 31, 2004 Nursing Home bills for review and approval as transmitted by the County Auditor. The Nursing Home Fund total is \$287,801.86 with the prepaid total being the same.

Motion by Kalapp/Moss to recommend approval of the January 31, 2004 Nursing Home Bills as presented to the Committee by the County Auditor. Motion carried.

Minutes of the Finance Committee Meeting
February 3, 2004
Page Fourteen

Chairman Sorensen reminded the Committee that the Finance Committee will have a Special Committee meeting on Tuesday, February 10, 2004 at 2:00 p.m. in Room 700.

There being nothing further to come before the Committee at this time, Chairman Sorensen adjourned the meeting at 5:09 p.m.

Respectfully submitted,

Ms. Christine Northcutt
Recording Secretary